

# Town of Lunenburg

## Finance Committee:

Mark Erickson, Chairman  
Brian Laffond, Vice-Chairman  
Martha McDonald, Secretary  
John Male  
Barbara Reynolds



17 Main Street, P.O. Box 135  
Lunenburg, MA 01462-0135  
978.582.4139  
FAX 978.582.4148

## Lunenburg Finance Committee Minutes September 22, 2011

*Mark Erickson*  
1/26/12

Location: Town Hall  
Present: Mark Erickson, Brian Laffond, Barbara Reynolds  
Absent: John Male, Martha McDonald  
Also Present: Kerry Speidel, Scott Gile

- 1) Meeting called to order by the Chairman at 7:33 PM
- 2) Minutes
  - No minutes were available for approval
- 3) Committee Reports – We will establish a different rhythm: Provide opportunity to update Committee, not necessity.
  - Library – BR reported that:
    - There is an opening for a P/T (8 hr / week) person.
    - FY11 came in under budget.
    - Using the library, you can download up to 3 songs per week for free.
    - The Semi-annual Book and Bake Sale is scheduled for October 1, 2011
  - Montachusett Regional Vocational Technical High School – BR reported that:
    - Lunenburg Superintendent Calmes is investigating implications (including cost of “buy-out”) of withdrawing from Monty Tech and joining Nashoba Valley Regional Vocational Technical High School (including cost of “buy-in”).
    - School Regionalization Committee is meeting to determine educational implications of such a move.
  - Service Level Team – ME reported that: They plan to meet at 7:00 p.m. on September 27, 2011 at the Ritter Building.
- 4) New Business –
  - Pavement Management Plan presentation was postponed until more committee members are available.
  - Town Manager Updates – KS presented:
    - Final Report on FY11 (see Attachment)
    - Draft Calendar (see Attachment)
    - Update on Town Hall Renovations (see Attachment)
    - Update on finishing 2 Paving Projects:
      - Lancaster Avenue is complete
      - New West Townsend Road from Fitchburg line toward Townsend will be done shortly
- 5) Next meetings
  - October 6, 2011 for special meeting on Regional Dispatch
  - October 13, 2011 for Regular meeting with presentation from Green Energy Task Force
  - October 18, 2011 to hear the 5 Year Plan presentation by the Town Manager
  - October 27, 2011 for Regular meeting with presentation on the Pavement Management Plan
- 6) Adjournment – BR made motion to adjourn at 9:30 p.m., BL seconded, all approved

Minutes respectfully submitted by Brian Laffond

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JAN 30 2012

LUNENBURG TOWN  
CLERK OFFICE

# Town of Lunenburg

## BOARD OF SELECTMEN

17 Main Street P O Box 135  
Lunenburg MA 01462-0135

David J. Matthews, Chairman  
Thomas A. Alonzo, Vice-Chairman  
Carl "Ernie" Sund, Clerk  
Steven M. deBettencourt, Mbr.  
Paula Bertram, Mbr.



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Office Hours  
Mon, Wed, Thu. 8:00 AM - 4:00 PM  
Tues. 8:00 AM - 6:30 PM  
Fri. 8:00 AM - 12:30 PM

**Kerry A. Speidel**  
Town Manager

Laura Williams  
Chief Admin. Asst.

## MEMORANDUM

To: Board of Selectmen

From: Kerry A. Speidel, Town Manager

Date: September 13, 2011

Subject: FY2011 Budget Close Out

Please accept this communication as my final report on FY2011 activity.

### Revenues

Total revenues for FY2011 came in at \$27,356,270.72, which was \$117,496 or 0.43% short of the projection. Real Estate Tax collections remain strong, at \$17,691,058, which represents a collection rate of 98.93%. The uncollected amount at year-end of \$191,375 was offset by strong collections of past due Real Estate Taxes in the amount of \$228,736.

**Local Receipts** came in \$112,085, or 3.36%, short of the \$3,339,522 projection. This was due to a lower than anticipate collection of: Motor Vehicle Excise Tax; Fees & Fines; School Department Revenue; Penalties & Interest; and Investment Income. Of particular importance are the lower than anticipated collections of Motor Vehicle Excise Tax; School Department Revenue; and Interest Income.

The estimate used for Motor Vehicle Excise Tax collections was \$1,213,066, while collections were \$1,179,520, or \$33,546 less than anticipated. On May 31, 2011, the Town received notice of two commitments, totaling \$71,561.76. These bills were processed and issued on June 3, 2011, and due on July 3, 2011, or not until FY2012. Commitment #3, which included nearly all the billing amount, would typically be issued and due within the same fiscal year. A stronger effort needs to be made to ensure that this billing is issued timely.

The estimate used for School Department revenue was \$110,000, while collections were \$83,634, or \$26,366 less than anticipated. In FY2011, the School Department offered one less classroom for its Pre-K program, resulting in the decrease in tuition receipts. The

Superintendent has provided a revised estimate of tuition receipts for FY12 and a projection for FY13. This is either a permanent, or long-term, change which needs to be recognized in estimating revenues.

The estimate used for Investment Income was \$50,000, while collections were \$22,392. The Town continues to have fewer idle funds to invest year over year and investment rates for legal investments are very low. This estimate has been consistently lowered each year for the past 3 years, and based upon current performance, must once again be lowered. It may be necessary to adjust this estimate for FY12 prior to setting the Tax Rate.

On the positive side, our Building Permit receipts, including Gas, Electrical & Plumbing, remained strong at \$15,422, or about 6%, over the original estimate. However, this in and of itself, creates an expenditure issue which will be discussed further in the Expenditures section of this memorandum.

**State Aid** came in at \$38,386 less than anticipated, based upon the Cherry Sheet. The net decrease is related to adjustments to Choice and Charter Assessments and Reimbursements, offset by a minor increase in the amount received for Quinn Bill and Exemptions. Attached you will find additional documentation on how Choice and Charter Assessments and Reimbursements are calculated. The main issue for budgeting purposes is that we assume 100% collection of State Aid, as we are required to do, but Choice and Charter Assessments and Reimbursements are based upon projected enrollment, which is then updated to reflect actual enrollment, with final payments adjusted, often resulting in a net shortfall.

### Expenses

After all FY2011 bills were paid, and the appropriate encumbrances were made to account for work in progress, all departments turned back a total of \$145,785, after accounting for final year end transfers. Of this amount, a total of \$117,164 being turned back is unexpended Unemployment Expense which was made as a "supplemental" appropriation from the Stabilization Fund. The remaining turn back of \$28,621 is made up of a turn back from the School in the amount of \$4,441 and \$24,180 from all other municipal departments.

On July 12, 2011, you approved a series of transfers to cover overages in both the Police and Fire Departments. The final set of transfer requests total \$10,859.75 and are needed to cover overages in Plumbing Inspection and Central Purchasing. A total of \$5,185.99 is needed to cover town-wide Telephone Expenses in FY11. The original appropriation of \$30,000 was insufficient to meet the expense, which was \$38,699.20. Honestly, this was a mistake I should have caught earlier; however, we had a number of bills which were not timely processed, resulting in understated year-to-date expenditures. Total telephone charges for FY10 and FY09 were \$42,595.15 and \$39,440.11 respectively. The difference between the total overage of \$8,699.20 and the transfer request of \$5,185.99 is covered by under-expenditures in other line items within the Central Purchasing group.

A total of \$4,996.66 is needed to be transferred to close the deficit in the Plumbing Inspector's budget. In order fully understand this transfer request, we need to review the budget activity of the Gas, Plumbing and Electrical Inspectors.

			FY2011 Budget		FY2011 Actual		Variance
Gas Inspector	} 80% 82.5%	\$	7,500	\$	8,440	\$	(940)
Plumbing Inspector		\$	7,500	\$	12,710	\$	(5,210)
Electrical Inspector		\$	17,500	\$	24,882	\$	(7,382)

~~\$~~ 13,532 /

Each of these inspectors receives a percentage of the fee collected rather than a flat fee, which is typical and was negotiated by the Board of Selectmen many years ago. Therefore, as total permit receipts increase, so does the fee paid to the Inspector. The overage in Electrical Inspection was noted earlier in the fiscal year and addressed already addressed through a transfer. At that same time, overages to the same extent were not anticipated in either the Gas or Plumbing Inspections lines, however, as you can now see, that assumption was in error. As mentioned above, a total of \$4,996.66 is needed to close the deficit, with the balance being made up through under-expenditures in other lines within the total appropriation group.

The remaining 3 transfers are minor, but are needed as I do not have the authority to make transfers between different appropriation groups.

Based upon the results of FY2011, I will review our budget for FY2012 and prepare any necessary changes for presentation at Fall Town Meeting.

# CHAPTER 44 § 33B TRANSFERS

NAME OF APPROPRIATION FUNDS ARE TRANSFERRED FROM	AMOUNT	NAME OF APPROPRIATION FUNDS ARE TRANSFERRED TO
Tax Collector's Administration	\$ 4.28	Principal - Loans
Tax Collector's Administration	\$ 520.82	Administrative Fee - Loans
Tax Collector's Administration	\$ 4,436.20	7 \$4,446.66 Plumbing Inspector
Town Accountant	\$ 560.46	↓ Plumbing Inspector
Council on Aging	\$ 1,486.79	7 Central Purchasing
Lunenburg Public Library	\$ 2,338.84	\$5,185.79 Central Purchasing
Legal Expenses	\$ 1,360.36	↓ Central Purchasing
Veterans Benefits	\$ 152.00	Band Concerts
total:	10,857.75	

  
David Matthews, Chairman - Board of Selectmen

DATE

Mark Erickson, Chairman - Finance Committee

DATE

FY 11 REVENUES BUDGET/ACTUAL thru 6/30/11

	BUDGET (11 RECAP)	5/7/11 STM ADJ.	ADJUSTED TOTAL	ACTUAL	VARIANCE	
Tax Levy (Net of Overlay)	\$17,882,433.00		\$17,882,433.00	\$17,691,057.88	(\$191,375.11)	98.93%
Overlay (B/S)	\$124,378.48		\$124,378.48	\$119,992.49	(\$4,385.99)	96.47%
Tax Liens	\$0.00		\$0.00	\$228,736.20	\$228,736.20	
Local Receipts	\$3,339,522.00		\$3,339,522.00	\$3,227,436.70	(\$112,085.30)	96.64%
State Aid (Less Offsets)						
Chapter 70	\$4,498,396.00		\$4,498,396.00	\$4,498,396.00	\$0.00	100.00%
Charter Tuition Assess Reimb	\$66,038.00		\$66,038.00	\$25,068.00	(\$40,970.00)	37.96%
School Transportation	\$0.00		\$0.00	\$0.00	\$0.00	
Lottery	\$894,449.00		\$894,449.00	\$894,449.00	\$0.00	100.00%
Police Career Incentive	\$5,914.00		\$5,914.00	\$6,254.44	\$340.44	105.78%
Exemptions	\$57,429.00		\$57,429.00	\$59,673.00	\$2,244.00	103.91%
MSBA Reimbursement	\$559,057.00		\$559,057.00	\$559,057.00	\$0.00	100.00%
State Owned Land	\$46,150.00		\$46,150.00	\$46,150.00	\$0.00	100.00%
Veterans Benefits Reimbursement	\$0.00		\$0.00	\$0.00	\$0.00	
Zoning Incentive Payment	\$0.00		\$0.00	\$0.00	\$0.00	
Subtotal	\$27,473,766.48	\$0.00	\$27,473,766.48	\$27,356,270.72	(\$117,495.76)	99.57%
C/S overestimates (FB)	\$0.00		\$0.00	\$0.00	\$0.00	
Free Cash Appropriation (FY11 Budget)	\$149,557.51		\$149,557.51	\$149,557.51	\$0.00	
Free Cash Appropriation (CPF)	\$85,283.49		\$85,283.49	\$85,283.49	\$0.00	
Free Cash Appropriation (Police Detail Fund)	\$5,000.00		\$5,000.00	\$5,000.00	\$0.00	
Teachers Deferral (FB)	\$0.00		\$0.00	\$0.00	\$0.00	
Overlay Surplus	\$0.00		\$0.00	\$0.00	\$0.00	
Unexpended GF Articles (FY10)	\$13,409.89		\$13,409.89	\$13,409.89	\$0.00	
Unexpended GF Articles (Art 7 11/30/10 Cruisers & FY11 Budget)	\$21,612.51		\$21,612.51	\$21,612.51	\$0.00	
Municipal Relief Aid	\$0.00		\$0.00	\$0.00	\$0.00	
Subtotal	\$27,748,629.88	\$0.00	\$27,748,629.88	\$27,631,134.12	(\$117,495.76)	99.58%
Special Revenue Funds						
CPF Intrafund transfer	\$103,938.16		\$103,938.16	\$103,938.16	\$0.00	
Enterprise Funds	\$847,493.55		\$847,493.55	\$834,406.84	\$46,913.29	105.54%
Enterprise Funds - Retained earnings	\$92,001.71		\$92,001.71	\$92,001.71	\$0.00	
C/S Offsets	\$413,943.00		\$413,943.00	\$391,694.31	(\$22,258.69)	94.62%
Transfer from Stab to Trash Enterprise	\$0.00		\$0.00	\$0.00	\$0.00	
Transfer from Stab to Gen'l Fund	\$213,252.00		\$213,252.00	\$213,252.00	\$0.00	
Transfer from Sale of Real Estate to CPF	\$51,252.14		\$51,252.14	\$51,252.14	\$0.00	
Trans from Sewer Betterment Fund (Meadow Woods Sewer FY10)	\$93,164.00		\$93,164.00	\$93,164.00	\$0.00	
Meadow Woods Water Betterment - FY10	\$62,781.00		\$62,781.00	\$62,781.00	\$0.00	
Grand Total	\$29,626,455.44	\$0.00	\$29,626,455.44	\$29,533,614.28	(\$92,841.16)	99.69%
To adjust to General Fund Revenue per Munis report						
Enterprise Funds						
Enterprise Funds Retained Earnings						
C/S Offsets						
CPF Intrafund transfer						
Unexpended GF Articles (FY10)						
Unexpended GF Articles (FY11)						
Meadow Woods Sewer & Water (FY10)						
Overlay Surplus (FB)						
Transfer from Sale of Real Estate Revolving to CPF						
Free Cash Appropriation (FB)						
Teachers Deferral (FB)						
MSBA Reimbursement						
Overlay (B/S)						
Revenues per Munis Report				\$27,389,571.23		

# LOCAL RECEIPTS - BUDGET VS ACTUAL FY2010/FY11 BUDGET

		PER FY11 PROJECTION	ACTUAL JUNE 11	\$ VARIANCE BUDGET/ACTUAL	% CHANGE BUDGET/ACTUAL
MOTOR VEHICLE EXCISE		\$1,213,066.00	\$1,179,519.65	(\$33,546.35)	97.23%
OTHER EXCISE-FARM					
PAYMENT IN LIEU OF TAXES		\$1,600.00	\$1,606.50	\$6.50	100.41%
PENALTIES/INT TAXES & EXCISE		\$146,000.00	\$132,512.77	(\$13,487.23)	90.76%
FEES		\$142,000.00	\$129,553.84	(\$12,446.16)	91.24%
DEPT. REVENUE-SCHOOL		\$110,000.00	\$83,633.90	(\$26,366.10)	76.03%
DEPT. REVENUE-CEMETERIES		\$8,000.00	\$4,200.00	(\$3,800.00)	52.50%
DEPT. REVENUE-OTHER		\$250,000.00	\$265,422.05	\$15,422.05	106.17%
LICENSES & PERMITS		\$300,000.00	\$302,867.40	\$2,867.40	100.96%
SPECIAL ASSESSMENTS		\$33,000.00	\$31,907.77	(\$1,092.23)	96.69%
FINES & FORFEITS		\$44,000.00	\$32,371.00	(\$11,629.00)	73.57%
INVESTMENT INCOME		\$50,000.00	\$22,391.57	(\$27,608.43)	44.78%
ROLL BACK TAXES		\$0.00	\$0.00		
FOREST TAX					
SUBTOTAL		\$2,297,666.00	\$2,185,986.45	(\$111,679.55)	95.14%
LOCAL OPTION MEALS TAX		\$60,000.00	\$65,308.66	\$5,308.66	
SUPPLEMENTAL TAX - NEW CONSTRUCTION					
PREMIUM/INTEREST SALE OF BONDS		\$25,000.00	\$23,947.19	(\$1,052.81)	
TRAINING REIMBURSEMENT - POLICE DEPT					
MEDICAL RECORDS REQUEST - COMM OF MASS			\$30.00	\$30.00	
FEMA FLOOD REIMBURSEMENT			\$43,952.62	\$43,952.62	
PRIOR YEAR FEDERAL REIMBURSEMENT					
COWDREY NATURE BOOKLET					
CLASS ACTION SUIT-UNSOLICITED FAXES					
RENTAL OF OFFICE SPACE - BENSON			\$450.00	\$450.00	
TEMPORARY EASEMENT					
BALANCE OF 275TH ANNIVERSARY FUND					
WRITE OFF ADJUSTMENT			\$13.89	\$13.89	
CERTIFICATE OF REDEMPTION					
MASS INDUSTRIAL ACCIDENTS REFUND					
COMM OF MASS ABANDONED PROPERTY			\$2,214.59	\$2,214.59	
MEDICAID REIMBURSEMENT		\$50,000.00	\$19,710.86	(\$30,289.14)	39.42%
CLOSE OUT OF DRIVER ED ACCT TO GEN'L FUND				\$0.00	
CONSTABLE FEES			\$51.00	\$51.00	
HOMESTEAD FILING FEE			\$35.00	\$35.00	
PRIOR YEAR REIMBURSEMENT			\$631.00	\$631.00	
SALE OF TOWN EQUIPMENT					
SUBTOTAL		\$2,432,666.00	\$2,342,331.26	(\$90,334.74)	96.29%
TRANSFER FROM SEWER ENTERPRISE					
TRANSFER FROM SEWER BETTERMENTS		\$30,715.00	\$30,715.00	\$0.00	100.00%
SEPTIC LOAN REVENUE		\$802,490.00	\$802,490.00	\$0.00	100.00%
MEADOW WOODS WATER BETTERMENT P & I		\$10,872.00	\$10,872.00	\$0.00	100.00%
		\$62,779.00	\$41,028.44	(\$21,750.56)	
GRAND TOTAL		\$3,339,522.00	\$3,227,436.70	(\$112,085.30)	96.64%

# Changes in Choice/Charter Tuition Receipts and Assessments

## Charter Tuition Assessments

Original Cherry Sheet Estimate	# of Pupils	Actual Charges	# of Pupils	Variance
\$325,360.00	30	\$259,434.00	25.4	\$65,926.00

Original estimates are based upon pre-enrollment data as of March 15th of the prior fiscal year. These amounts are adjusted to reflect actual enrollment as of October 1st of the current fiscal year.

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## Choice Tuition Assessments

Original Cherry Sheet Estimate	# of Pupils	Actual Charges	# of Pupils	Variance
\$284,958.00	51.7	\$355,494.00	57.3	(\$70,536.00)

Original estimates are based upon prior year tuition rates and enrollment. These amounts are adjusted to reflect actual enrollment figures from receiving districts in April of the current fiscal year.

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## Charter Tuition Reimbursements

Original C/S Tuition Reimbursement	# of Pupils	Actual Revenue	# of Pupils	Variance
\$39,759.00	30	\$3,262.00	25.4	(\$36,497.00)

Municipalities receive 100% of the increase in tuition from the prior fiscal year, 60% of the increase in tuition from two years prior and 40% of the increase in tuition from three years prior. The original increase from FY10 to FY11 based on estimated tuition was \$36,496. There was actually a decrease from FY10 to FY11 in the amount of \$23,820.00 and therefore no 100% reimbursement.

Original C/S Facilities Aid Reimbursement	# of Pupils	Actual Revenue	# of Pupils	Variance
\$26,279.00	30	\$21,806.00	25.4	(\$4,473.00)

A capital facilities component is added to a charter school's average cost per pupil. A statewide average of what districts paid in the prior fiscal year for both principal and interest on land and buildings is added to the average cost per pupil. The number of pupils decreased from the original estimate of 30 to 25.4.

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## School Choice Revenue (Special Revenue Fund)

Original C/S Tuition Reimbursement	# of Pupils	Actual Revenue	# of Pupils	Variance
\$393,693.00	70.9	\$370,139.00	66.3	(\$23,554.00)

Original estimate based upon actual enrollment from the prior fiscal year. School districts report changes in enrollment as of April 1st of the current fiscal year.



**LUNENBURG****A. EDUCATION:****Distributions and Reimbursements:**

1. Chapter 70	4,498,396
2. School Transportation <i>Chs. 71, 71A, 71B and 74</i>	
3. Retired Teachers' Pensions <i>Ch. 32, s. 20 (2) (c)</i>	
4. Charter Tuition Reimbursements <i>Ch. 71, s. 89</i>	66,038

**Offset Items – Reserve for Direct Expenditure:**

5. School Lunch <i>1970, Ch. 871</i>	8,112
6. School Choice Receiving Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	393,693

Sub-Total, All Education Items	4,966,239
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**B. GENERAL GOVERNMENT:****Distributions and Reimbursements:**

1. Unrestricted General Government Aid	894,449
2. Local Share of Racing Taxes <i>1981, Ch. 558</i>	
3. Regional Public Libraries <i>Ch. 78, s. 19C</i>	
4. Police Career Incentive <i>Ch. 41, s. 108L</i>	5,914
5. Urban Renewal Projects <i>Ch. 121, ss. 53-57</i>	
6. Veterans' Benefits <i>Ch. 115, s. 6</i>	
7. Exemptions: Vets, Blind, Surviving Spouses & Elderly <i>Ch. 58, s. 8A; Ch. 59 s. 5</i>	57,429
8. State Owned Land <i>Ch. 58, ss. 13-17</i>	46,150

**Offset Item - Reserve for Direct Expenditure:**

9. Public Libraries <i>Ch. 78, s. 19A</i>	12,138
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Sub-Total, All General Government	1,016,080
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C. TOTAL ESTIMATED RECEIPTS, FISCAL 2011	5,982,319
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**LUNENBURG****A. County Assessments:**

1. County Tax: <i>Ch. 35, ss. 30, 31</i>	0
2. Suffolk County Retirement <i>Ch. 61, Acts of 2009, s. 10</i>	0
Sub-Total, County Assessments	0

**B. STATE ASSESSMENTS AND CHARGES:**

1. Retired Employees Health Insurance <i>Ch. 32A, s. 10B</i>	
2. Retired Teachers Health Insurance <i>Ch. 32A, s. 12</i>	
3. Mosquito Control Projects <i>Ch. 252, s. 5A</i>	53,888
4. Air Pollution Districts <i>Ch. 111, ss. 142B, 142C</i>	2,767
5. Metropolitan Area Planning Council <i>Ch. 40B, ss. 26, 29</i>	
6. Old Colony Planning Council <i>1967, Ch. 332</i>	
7. RMV Non-Renewal Surcharge <i>Ch. 90; Ch. 60A</i>	9,440
Sub-Total, State Assessments	66,095

**C. TRANSPORTATION AUTHORITIES:**

1. MBTA <i>Ch. 161A, ss. 8-9; 1974, Ch. 825, ss. 6-7</i>	30,128
2. Boston Metro. Transit District <i>1929, Ch. 383; 1954, Ch. 535</i>	
3. Regional Transit <i>Ch. 161B, ss. 9, 10, 23; 1973, Ch. 1141</i>	32,787
Sub-Total, Transportation Assessments	62,915

**D. ANNUAL CHARGES AGAINST RECEIPTS:**

1. Special Education <i>Ch. 71B, ss. 10, 12</i>	
2. STRAP Repayments <i>1983, Ch. 637, s. 32</i>	
Sub-Total, Annual Charges Against Receipts	

**E. TUITION ASSESSMENTS:**

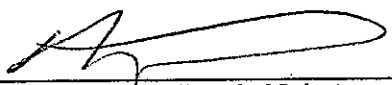
1. School Choice Sending Tuition <i>Ch. 76, s. 12B, 1993, Ch. 71</i>	284,958
2. Charter School Sending Tuition <i>Ch. 71, s. 89</i>	325,360
3. Essex County Technical Institute Sending Tuition <i>1998, Ch. 300, s. 21</i>	
Sub-Total, Tuition Assessments	610,318

**F. TOTAL ESTIMATED CHARGES, FISCAL 2011****739,328**


For additional information about how the estimates were determined and what may cause them to change in the future, please click on the following link: [Local Aid Estimate Program Summary](#).

# CHAPTER 44 § 33B TRANSFERS

NAME OF APPROPRIATION FUNDS ARE TRANSFERRED FROM	AMOUNT	NAME OF APPROPRIATION FUNDS ARE TRANSFERRED TO
Health Insurance ✓	\$10,000.00	Police Lock Up, Salaries
Health Insurance ✓	\$ 2,500.00	Police/ Fire Injury Leave, Salaries
Health Insurance ✓	\$10,000.00	Fire, Salaries
Health Insurance ✓	\$ 2,500.00	Police/ Fire Medical, Expenses
Health Insurance ✓	\$ 8,500.00	Veteran's Benefits
Medicare Expense ✓	\$10,000.00	Public Buildings, Utilities

  
David J. Matthews, Chair, Board of Selectmen

7/12/11  
DATE

  
Brian Laffond, Chairman - Finance Committee

June 30, 2011  
DATE

# CALCULATION OF REVENUE DEFICIT

CALCULATION OF REVENUE DEFICIT			
	BUDGET	ACTUAL	VARIANCE
<b>REVENUES</b>			
LOCAL RECEIPTS	\$3,339,522.00	\$3,227,436.70	\$(112,085.30)
STATE AID	\$6,127,433.00	\$6,089,047.44	\$ (38,385.56)
<b>EXPENDITURES</b>			
APPROPRIATION CLOSEOUTS			\$ 145,785.07
PY ENCUMBRANCE CLOSEOUTS			\$ 33,852.25
COURT JUDGEMENT DEFICIT (Will be reduced by any amount funded in FY11)			\$ 90,000.00
<b>REVENUE SURPLUS/(DEFICIT)</b>			\$ 119,166.46

## **Proposed Schedule for FY2013 Budget Deliberations**

<b>Day</b>	<b>Date</b>	<b>Proposed Activity</b>
Thursday	1-Sep	Issue Capital Improvement Planning Packet to all departments
Friday	30-Sep	All CIP Forms, FY, 5-Year & Inventory, due to CIPC
Monday	3-Oct	
Friday	14-Oct	Town Manager Review of Submitted CIP Requests
Monday	10-Oct	Town Manager distributes FY2013 Budget Forms
Tuesday	18-Oct	Town Manager presents 5-Year Financial Forecast; Trends Analysis Update
Monday	17-Oct	
Thursday	1-Dec	CIPC Review & Consider Requests
Wednesday	30-Nov	FY2013 Department Budget Request due to Town Manager
Friday	2-Dec	Town Manager reviews FY2012 Department Budget Requests
Friday	30-Dec	CIPC Finalize FY and 5-Year Plan Recommendations
Friday	30-Dec	School Committee Recommended Budget to Town Manager
Tuesday	10-Jan	Open Annual Town Meeting Warrant
Friday	10-Feb	Town Manager's Budget Recommendation Distributed
Thursday	16-Feb	Town Manager's Budget Presentation
Thursday	23-Feb	Finance Committee Begins Review of Budget Recommendation & Other Articles with Financial Impact
Monday	5-Mar	Close Annual Town Meeting Warrant @ 4:00 p.m.
Monday	19-Mar	Town Caucus
Thursday	29-Mar	FinCom Final Votes on all Warrant Articles
Tuesday	3-Apr	BOS Final Votes on all Warrant Articles
Thursday	6-Apr	Final Warrant to Printer
Friday	20-Apr	Warrant Mailed to Residents
Saturday	5-May	Annual Town Meeting

## Town Hall Renovations

Project Budget:	\$	51,252.14
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Framing	\$	9,600.00
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Blueboard & Plaster	\$	4,100.00
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Electrical	\$	5,000.00
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Plumbing	\$	5,200.00
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Building Materials	\$	6,881.00
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Painting & Supplies	\$	7,346.00
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Carpet	\$	11,200.00
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total:	\$	49,327.00
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add: carpet upgrade in hallway	\$	1,000.00
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net:	\$	925.14
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